

POSITION DESCRIPTION

Please Read Instructions on the Back)

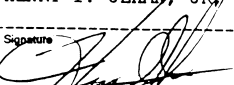
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	1. Agency Position No. NL09797
Explanation (Show any positions replaced)			7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position IC <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive
			13. Competitive Level 06-66		14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS	303	06	JP	09-20
e. Recommended by Supervisor or Initiating Office						

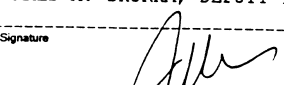
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY		c. Third Subdivision PM for Instrumentation, Targets & Threats (I)	
a. First Subdivision US ARMY MATERIEL COMMAND		d. Fourth Subdivision	
b. Second Subdivision STRICOM		e. Fifth Subdivision	

19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.	Signature of Employee (optional)
--	----------------------------------

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes in to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.	
---	--

a. Typed Name and Title of Immediate Supervisor HENRY I. JEHAN, JR., DPM ITTS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 24 AUG 75	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER	

22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS, GS 303, JAN 79 US OPM GEG FOR CLERICAL & ASST WORK, JUN 8	
Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 	Date 9-20-85

23. Position Review	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777

MAJOR DUTIES

Plans, coordinates, and/or accomplishes a variety of office support functions. Performs a myriad of administrative duties involving coordination and liaison within STRICOM and across all PM ITTS organizational elements (TMO, TSMO, etc.) concerning personnel, supply, and administrative functions.

1. Takes action to ensure uniform internal administrative procedures and techniques within the assigned organizational element and across all PM ITTS organizational elements. Coordinates the development of and maintains the PM-ITTS Standing Operating Procedures (SOPs). Reviews each SOP at least annually and, as required, initiates action to update, or delete, if no longer applicable. Receives, interprets, and disseminates STRICOM, AMC, and DA guidance and directives pertaining to assigned office services functions. Serves as a source of information and knowledge in providing operating officials and personnel assistance and guidance in accomplishment of administrative matters and responsibilities. Provides administrative support to include tracking suspenses; maintaining PM ITTS central files; providing internal reports control; maintaining and updating the travel budget data base; ensuring PM ITTS compliance with forms control and records management procedures; and developing and administering internal security procedures. Advises on property and supply needs. Projects requirements and processes actions to acquire office supplies; maintains property accountability records for the hand receipt holder; coordinates facility and office equipment maintenance and repair requirements and work orders; and maintains the notebook computer loaner pool. 50%

2. Coordinates PM ITTS personnel actions and requirements with STRICOM Human Resource Management Division (RP) and the MICOM Civilian Personnel Office (CPO). Serves as the PM ITTS focal point for updating the Table of Distribution and Allowances (TDA) and the Military Acquisition Position List (MAPL). Provides interface with personnel on new positions and personnel actions for new and current employees. Coordinates and assists in the preparation and submission of all required documentation for hiring, promotions, civilian awards, and related actions and assures this information is submitted in the proper format and in a timely manner. Serves as advisor to PM ITTS employees on interactions with personnel. Advises and assists employees on pay questions, leave, reassignments, promotions, disciplinary actions and justifications. Maintains individual personnel files within PM ITTS. Coordinates the training program. 30%

3. Serves at the PM ITTS focal point for coordinating administrative support for formal audits, reviews, and inspections by external agencies. Coordinates with the applicable STRICOM staff office and PM ITTS activities to develop the schedule and agenda ensuring the appropriate personnel are notified and meeting facilities are available. Ensures that PM-ITTS provides all requested information and follows up to ensure that action items are assigned and completed in a timely manner. Maintains records on all findings and recommendations and the resulting responses. Attends internal and

external meetings, and maintains contacts through other means with personnel of assigned organization and from other organizations within the command for the purpose of discussing and obtaining information pertaining to office support services.

20%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

General knowledge of the rules, regulations, procedures, and/or policies governing the office support functions; a practical knowledge of administrative practices and procedures; and a knowledge of the substantive functions and programs of the organization as related to the accomplishment of office support functions to include: The Modern Army Filing System (MARKS, Army property accountability policies, procedures and regulations, Total Army Personnel Evaluation System (TAPES), and military correspondence policies and procedures.

Ability to use many different types of computer software to process and produce a wide range of office automated documents, some of which require complex formats; maintain, store and retrieve and format management data and information; prepare reports and briefing documents; and transmit, receive, forward and acknowledge various information such as electronic mail and messages.

Ability to gather and information, make recommendations, and develop, review and/or interpret policies, directives and/or regulations pertaining to administrative functions.

Ability to effectively communicate orally and in writing brief, factual reports and summaries in subjects pertaining to administrative functions, using correct grammar, spelling, capitalization, punctuation, and terminology.

Knowledge of administrative procedures and coordinating requirements to assure administrative control of recurring and special program requirements, actions, and reports.

FACTOR 2. SUPERVISORY CONTROLS

Supervisor provides general instructions as to the broad objectives to be achieved. Incumbent independently initiates contacts, recognizes problem areas and formulates procedures and methods for successful accomplishment of administrative programs. Work is reviewed for compliance with established policies and requirements.

FACTOR 3. GUIDELINES

DoD, DA, AMC and STRICOM regulations, policies and guidelines are usually limited to broad objectives and policy. The incumbent uses judgement in locating and selecting appropriate guidelines for applications to individual cases.

FACTOR 4. COMPLEXITY

The work consists of duties that involve a full range of administrative support functions. Decisions are based on the knowledge of procedural requirements of the work combined with an awareness of policies, program goals and specific PM ITTS functions and staff assignments. Employee is recognized as an authority on administrative procedures and is frequently called upon to provide accurate information rapidly on short notice.

FACTOR 5. SCOPE AND EFFECT

The incumbent ensures that the administrative work conforms to the appropriate policies and procedures. The incumbent's actions and decisions have a direct impact on the efficiency of day-to-day administrative operations within the PM ITTS organization.

FACTOR 6. PERSONAL CONTACTS

Personal contacts include management and coworkers within the organizational unit, other PM ITTS organizational elements, STRICOM staff elements, and administrative staff members at other Army activities, at OSD and in the other Services.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are to initiate action, resolve problems, exchange narrative and statistical information and report program/project progress directly relevant to the tasks performed.

FACTOR 8. PHYSICAL DEMANDS

The work is mostly sedentary, although there may be some walking, bending, and light lifting associated with office activities.

FACTOR 9. WORK ENVIRONMENT

The work is primarily performed in an office setting. Infrequent travel by commercial and military aircraft under conditions described in the DoD Joint Travel Regulations may be required.